

TRAILER ESTATES PARK & RECREATION DISTRICT

**BOARD OF TRUSTEES
REGULAR BOARD MEETING**

FEB 8 '21 AM 8:13

February 15, 2021

9:30 A.M.

SMALL HALL

**1903 69TH AVENUE WEST
BRADENTON, FLORIDA 34207**

REGULAR MEETING

Call to order

Roll Call

Residents' comments and questions

Approval of minutes

Report of Treasurer

Approval of bills

Staff or Attorney Comments

Informational reports from Trustees

Report(s) from standing committees

Old business

New business

Abolish Media Committee – PP11 (Dalton)

Update Tribune Policy – PP14 (Dalton)

Update Community Channel Policy – PP14A (Dalton)

2nd Draft of 2021-2022 Budget (Chandler)

Clubs & Organizations

Adjournment

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 941-756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page: Section: Paragraph:

Presented by: Lori Dalton

Date: February 15, 2021

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: To abolish the Media Committee as discussed at the workshops on January 18, 2021 and February 1, 2021; leaving PP11 blank and available.

Costs/Estimated Costs:

Attachments: Final PP11

Trustees FOR

Trustees AGAINST

TRAILER ESTATES PARK & RECREATION DISTRICT

Available PP 11

Former PP11 was abolished. PP11 is now available for assignment.

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

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Page: Section: Paragraph:

Presented by: Lori Dalton Date: February 15, 2021

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: To update the Tribune Policy – PP14 as discussed at the workshops on January 18, 2021 and February 1, 2021 to allow for a remedy of declined articles.

Costs/Estimated Costs:

Attachments: Final PP14

Trustees FOR

Trustees AGAINST

1 2 3 4 5 6 7 8 9 10 11 12

TRAILER ESTATES PARK AND RECREATION DISTRICT TRIBUNE POLICY PP 14

The Trailer Estates Tribune is a newsletter that is published monthly by Teledrex, Inc, pursuant to an agreement with the District. As part of the agreement, the District is authorized to include community information in the Tribune, but is prohibited from including any information for the purpose of solicitation or commercial uses. The Tribune is intended to further the park and recreational purposes of the District, by informing the residents of upcoming events within the Park, sharing community news, and distributing important information from the Board to the residents.

Clubs, groups and organizations may submit articles to the District for inclusion in the Tribune, provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park.
2. The club, groups or organization must be not-for-profit in nature.
3. The club, groups or organization must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
4. Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
5. Articles which serve a political or commercial purpose shall not be accepted by the District, but groups seeking to include such information in the Tribune may be able to purchase advertising space directly from Teledrex.

All articles submitted to the Trailer Estates office for placement in the Tribune shall be reviewed for typographical errors and compliance with the above requirements by the Secretary Trustee, or his or her designee, within 48 hours of the established submittal deadline and prior to publication. If the Secretary determines that an article does not comply with any of the above requirements, the Secretary shall provide a written explanation of the deficiency to the club or organization and a description of the means, if any, to bring the document into compliance with this Policy. The Secretary shall also provide a timeframe within which to submit an amended article. If corrections are not made by the stated deadline, the article shall not be included in the Tribune.

In the event an article is ultimately determined by the secretary not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, groups or organization notifies the secretary in writing that it does not want the matter to be reviewed further.

FEB 8 '21 AM 8:19

TRAILER ESTATES BOARD OF TRUSTEES
MOTION FOR ACTION OR RULES CHANGE

Type of Motion

Action X
Rules

Rule to be changed:

Page: Section: Paragraph:

Presented by: Lori Dalton

Date: February 15, 2021

Seconded by: _____ Date: _____

Passed: _____ Date: _____

Denied: _____ Date: _____

Tabled: _____ Date: _____

Other: _____ Date: _____

A MOTION AS FOLLOWS: To update the Community Channel – PP14A as discussed at the workshops on January 18, 2021 and February 1, 2021 to allow for a remedy of declined submissions.

Costs/Estimated Costs:

Attachments: Final PP14A

Trustees FOR

Trustees AGAINST

TRAILER ESTATES PARK AND RECREATION DISTRICT COMMUNITY CHANNEL POLICY PP14A

The Trailer Estates Community Channel is a local government channel, overseen by the Board of Trustees, that is broadcast to TE residents only and is pursuant to an agreement with our cable provider. The District authorizes the Community Channel Manager to include community information on the community channel, but is prohibited from including any information for the purpose of solicitation or commercial uses.

Clubs, groups and organizations may submit items to the District for inclusion in the community channel broadcast provided all the following criteria are met:

1. Membership in the club or organization must be open to all residents within the Park, be not-for-profit in nature and must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
2. The club, group or organization must be in good standing in the TE office with current bylaws, list of officers, etc. on file. See the Policy and Procedures "Rules for Clubs, Groups and Organizations".
3. The information provided should be positive and non-judgmental. Due to space limitations, the District may edit requests.
4. Item submissions must be made by a named officer or principal of the club, group or organization.
5. Community Channel requests from clubs, groups or organizations shall be limited to a description of upcoming activities or events. They can run for three (3) weeks prior to the event unless more time is needed to sell tickets or secure food.
6. Items which serve a political or commercial purpose shall not be accepted by the District. The District monitors for copyright information or safety violations before the data is approved for broadcasting.

All items are to be submitted to the Trailer Estates office for placement on the community channel by completing a request form. Requests shall be reviewed and approved by the Chairman, or designee, by 10:00 a.m. each Tuesday and provided to the Community Channel Manager for placement on the community channel. If the Chairman, or designee, determines the item does not comply with the above requirements they shall provide a written explanation of the deficiency to the club, group or organization and a description of the means, if any, to bring the request into compliance with this policy. The Chairman shall also provide a timeframe within which to submit an amended request. If amendments are not made by the stated deadline, the item shall not be included on the community channel.

In the event an item is ultimately determined by the Chairman not to comply with the above requirements, the matter shall be automatically reviewed by the board of trustees at the next workshop, unless the club, group or organization notifies the chairman in writing that it does not want the matter to be reviewed further.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item 2nd Draft of 2021-2022 Budget

For Upcoming Meeting—Date February 15, 2021

Type of Meeting (check one): Workshop Board Meeting *

*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.

Rationale (for workshops)/ MOTION (for board meetings): _____

Review 2nd draft of 2021/2022 Budget

Review Current assumptions for income, expenses and subsidy ratios

for Seasonal Recreation, Continuing Recreation and Health & Welfare

instructors

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) _____

exhibits attached

Trustee Mary Chandler

Date Submitted February 7, 2021

Chairman/Designee mike Sansone

Office Manager/Designee: Date Posted 2/8/2021 Initials [Signature]

**Trailer Estates Park & Recreation District
2021/2022 Fiscal Year Budget**

FEB 8 '21 AM 7:04

2nd Draft
Budget
2021/21011

Income

Assessments

2020_2021 Tax Roll	\$ 1,649,700
Early Payment Discount (80% at 4%)	\$ (52,790)
Early Payment Discount (15% at 3%)	\$ (7,424)
Early Payment Discount (5% at 2%)	\$ (1,650)
Early Payment Discount	\$ (61,864)
Estimated Assessment Income before Admin Fee	\$ 1,587,836
Administrative Fee - 3%	\$ (47,635)
Net Assessment Income	<u>\$ 1,540,201</u>

Interest Income

\$ 8,000

Marina Income

Boat Slip Rental-Owners	\$ 50,659
Boat Slip Rental - Non-Owners	\$ 41,811
Kayak Rentals	\$ 4,000
	<u>\$ 96,470</u>

Facility Rentals

Marina Bldg Rent	\$ 24,400
Church Office Rent	\$ 10,009
Post Office Rent	\$ 7,536
Laundry Income	\$ 5,475
	<u>\$ 47,420</u>

Storage Lot Rents

\$ 61,551

Does not include an
income from
Expansion

Seasonal Recreation

\$ 14,000

Continuing Recreation

\$ 2,300

Application Fee Income

\$ 13,250

Miscellaneous Income

\$ 5,600

Total Income

\$ 1,788,792

Expense

Payroll Expenses

\$ 445,560

Legal Expense

\$ 25,830

Litigation

\$ 2,500

Accounting Expense

\$ 12,000

Cable T.V.

\$ 640,710

Utilities

\$ 94,500

Trash Removal

\$ 138,000

Does not include
additional pickup

Insurance

\$ 125,000

FEB 8 '21 AM 7:04

County Storage Lease	\$	8,600
County Property Taxes	\$	5,400
Maintenance & Repairs	\$	84,000
Administrative Expenses	\$	6,600
Technology	\$	8,500
Seasonal Recreation	\$	19,900
Continuing Recreation	\$	6,300
Health & Welfare	\$	3,450
Miscellaneous Expenses	\$	2,500
Office Expense	\$	6,500
Capital Outlay	\$	107,600
Total Expense	\$	<u>1,743,450</u>

Net Income/(Loss) \$ 45,342

Capital Outlay

Budgeted Prior to 2020 - Not Spent

Air Conditioner Replacement	\$	22,685
Shuffle Court Maintenance 19/20	\$	1,793
	\$	<u>24,478</u>

Budgeted in 2020 2021

Sm Hall Ceiling Tile Replacmnt (Lights, Sound, Air)	\$	30,000
Replace N & E Seawalls	\$	67,500
Replace Pool Fence	\$	10,800
New Decking Marina Fish House	\$	18,500
Install Soffit by Tire Punp Station	\$	4,200
Replace Maintenance Golf Cart	\$	6,000
Maintenance Radios (4)	\$	1,240
Beach Pavilion Concrete	\$	2,500
	\$	<u>140,740</u>

Budgeted in 2021 2022

Airconditioner Replacement	\$	-
Replace Floor in Small Hall	\$	33,000
Entrance to TEN Property	\$	10,000
Replace Maintenance Golf Cart	\$	7,000
Purchase New Piece of Excercize Equipment	\$	5,600
Convert a Shuffleboard Court to a Pickleball Court	\$	52,000
	\$	<u>107,600</u>

Replace Marina North & East Seawalls Pr Accruals	\$	270,000
Total Accrual as of 9/30/2021	\$	67,500
	\$	<u>337,500</u>

Seasonal Recreation

	Oct '17 - Sep 18	Oct '18 - Sep 19	Oct '19 - Sep 20	Revised Projection Oct '20 - Sep 21	Budget Oct '21 - Sep 22
Income					
3640 · Social Activities					
3641 · Seasonal					
3641-01 · Showtime	2,337.09	2,923.01	1,887.75	0.00	3,000.00
3641-02 · Saturday Night Dance	8,403.49	7,644.00	7,344.00	0.00	8,000.00
3641-03 · New Year's Eve	2,776.00	2,945.00	2,999.00	0.00	3,000.00
3641-07 · Art-Ceramics-China-Copper	25.00	0.00	0.00	0.00	0.00
Total 3641 · Seasonal	13,541.58	13,512.01	12,230.75	0.00	14,000.00
Expense					
5491 · Seasonal Recreation					
5491-01 · Showtime	6,073.10	4,990.00	4,294.50	0.00	6,000.00
5491-02 · Saturday Night Dances	9,518.35	10,615.77	9,052.09	0.00	10,500.00
5491-03 · New Year's Eve	3,215.42	3,259.42	2,657.21	0.00	3,000.00
5491-04 · Christmas Party	267.53	0.00	295.88	0.00	300.00
5491-19 · Super Bowl	40.00	40.00	0.00	0.00	100.00
5491-20 · 5491-20 Other	0.00	180.00	40.00	0.00	0.00
5491 · Seasonal Recreation - Other	109.06	0.00	60.00	0.00	0.00
Total 5491 · Seasonal Recreation	19,223.46	19,085.19	16,399.68	0.00	19,900.00
Net Income	-5,681.88	-5,573.18	-4,168.93	0.00	-5,900.00
Subsidy	70.4%	70.8%	74.6%	0.0%	70.4%

Continuing Recreation

	Oct '17 - Sep 18	Oct '18 - Sep 19	Oct '19 - Sep 20	Revised Projection Oct '20 - Sep 21	Budget Oct '21 - Sep 22
Income					
3640 · Social Activities					
3642 · Continuing					
3642-01 · Bingo	285.00	0.00	0.00	0.00	0.00
3642-02 · Coffee Break	496.00	646.72	255.27	0.00	600.00
3642-04 · Summer Dance	1,680.00	1,545.00	400.00	0.00	1,700.00
3642-07 · LUAU	0.00	851.96	0.00	0.00	0.00
Total 3642 · Continuing	2,461.00	3,043.68	655.27	0.00	2,300.00
Expense					
5492 · Continuing Recreation					
5492-01 · Bingo	2,510.25	2,690.75	1,955.15	1,500.00	1,500.00
5492-02 · Coffee Break	814.95	876.20	130.00	0.00	900.00
5492-03 · Cards	288.26	342.22	100.00	100.00	300.00
5492-05 · Pot Luck	0.00	96.41	0.00	0.00	100.00
5492-07 · Saturday Night Summer Dance	3,227.07	3,195.00	380.00	0.00	3,500.00
5492-08 · Laua	0.00	770.00	0.00	0.00	0.00
5492-12 · Continuing Recreation - Other	0.00	73.55	62.30	0.00	0.00
Total 5492 · Continuing Recreation	6,840.53	8,044.13	2,627.45	1,600.00	6,300.00
Net Income	-4,379.53	-5,000.45	-1,972.18	-1,600.00	-4,000.00
	36.0%	37.8%	24.9%	0.0%	36.5%

Health and Welfare

Expense	Revised Projection				Budget
	Oct '17 - Sep 18	Oct '18 - Sep 19	Oct '19 - Sep 20	Oct '20 - Sep 21	
5491-05 · Yoga	483.00	427.50	400.00	520.00	520.00
5491-06 · Aerobics	0.00	45.00	0.00	0.00	0.00
5491-07 · Art,Ceramics,China,Copper	2,700.00	1,200.00	1,555.00	0.00	1,200.00
5491-10 · Dance Class - Wednesday	400.00	400.00	400.00	650.00	650.00
5491-11 · Country Line Dance	330.00	360.00	300.00	0.00	300.00
5491-18 · Zumba	960.00	1,520.00	300.00	0.00	0.00
5491-22 · Dance Fitness	0.00	0.00	0.00	780.00	780.00
5492-11 · Pickleball	118.99	40.18	172.85	0.00	0.00
	4,991.99	3,992.68	3,127.85	1,950.00	3,450.00